«Salutation» «Fname» «Mname» «Lname», «Suffix» «Business» «Address1» «City», «State» «ZIP»

Dear «Salutation» «Lname»:

I am writing to inform you that you have been selected to receive funding from the Mississippi Department of Human Services for the purpose of establishing a «Grant».

Allow me to offer my congratulations and best wishes for a successful program. I know that your team put many hours of hard work into preparing this grant proposal. I am confident that you will work even harder to ensure a better future for the families and children of Mississippi that you are now called upon to serve.

Dr. Bettye Ward Fletcher or her staff at the Department of Human Services will contact you soon regarding future activities relevant to your program. If I may be of any further assistance, please do not hesitate to call.

ery truly yours

RONNIE MUSGRO